



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY SOUTH
BASE OPERATIONS
3511 NW 91ST AVENUE
MIAMI, FL 33172-1217

MEMORANDUM FOR THE DIRECTOR OF LOGISTICS – PASSPORT OFFICE

SUBJECT: Passport/Visa Request

1. Request the issuance of an official passport/visa to (NAME).....,
(RANK), (BRANCH), (SSN), (PHONE).

a. The member is scheduled for a mission in (COUNTRY/LIST OF
COUNTRIES) with projected travel dates (DATES).

b. This passport/visa will be used for official duties in conjunction with the
member's assignment as (TITLE)....., (DIVISION),
(SCJ...), USSOUTHCOM.

2. The point of contact is, (DSN), (COMM).

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Chief of Directorate